

BUILDING SERVICES

GUIDE TO BUILDING CONSENT CHARGES

This document includes information about building consent related charges.

What do we charge for?

Our time: Dunedin City Council (DCC) staff and external contractors time when:

- Assessing your application
- Undertaking inspections (site visits)
- Certifying the work (code compliance certificates).

Additional charges include but are not limited to:

- Retrieval of certificate of titles from Landonline
- Photocopying and printing documents
- Levies
- Project information memorandum/project consideration
- Connections to DCC Services
- Compliance schedule processing
- Certificate for public use applications and renewals
- Administrative costs associated with a building consent.

Note any charges incurred as a result of Fire & Emergency NZ assessing a building application will be passed onto the applicant.

Visit our website for a comprehensive list of charges:
www.dunedin.govt.nz/building-services-fees.

What levies are required to be paid?

We collect levies on behalf of:

- Building Research Association of New Zealand (BRANZ) for projects valued \$20,000 and over
- Ministry of Business, Innovation and Employment (MBIE) for projects valued \$20,444 and over

A Building Consent Levy is also payable on all projects.

If the consent is to be staged or amended the levy applies to the total project value.

How much will my building consent application cost?

The amount payable is based on:

- The time taken to assess and process the application
- An estimated number of inspections
- Provision for a code compliance certificate on completion of work.

If you withdraw your building consent before it is granted or if we refuse to issue the building consent, any processing time costs to date will apply.

How can you prevent further consent processing charges being incurred?

There are some easy steps you can take that may prevent additional processing charges being incurred:

- Fill out the application form and checklist completely and submit all the required information.
- Submit good quality plans that are drawn to scale and clearly show existing and proposed work (refer to the application checklist for guidance).
- Seek advice from Building Services staff before lodging your application. We cannot design your project for you or fill in your application form, but we can advise on what you need to cover or what can be improved.

If you are not familiar with building plans and establishing compliance with the New Zealand Building Code, you may need to engage a design professional to supply the required drawings and information.

What do I need to know about site inspection charges?

We estimate the number of site inspections to the best of our ability. However, you can specify the number of inspections you envisage the project needing.

We recommend that in the preparation for lodging a building consent application, applicants and designers discuss inspection requirements with their builders and make the number known to us at the time the application is submitted.

The specified number of inspections may be questioned in some instances, but generally we are more than happy for the applicant to have some input into this process.

Inspections are charged per visit per inspector. For example, if two inspectors are required, due to the type of work being inspected, then two inspection fees will be charged. Inspections are charged at the rate applicable to the period in which they are made.

If you do not need all the inspections we have estimated, a refund will be arranged when the code compliance certificate is issued.

Will I have to pay further inspection related charges?

There may be additional charges if further inspections are required due to:

- The nature of the work (estimated number of inspections did not cover the number of inspections undertaken).
- An amendment or minor variation to the building consent.
- Re-inspection after a failed inspection.
- The building consent pre-dates 2007 (where the fee paid at that time did not cover the number of inspections required).
- The code compliance certificate has been refused.
- Certificate for public use application or renewal request.
- An inspection being cancelled at short notice by the applicant.

Why is advising the value of work of the project necessary?

An estimated value of work is necessary for national statistical purposes and is required so the building levies can be calculated if applicable.

The estimated value must include:

- Materials
- Fees charged for design work
- Building, plumbing and other contractor charges at normal commercial rates
- Owners labour priced at normal commercial rates
- Project manager charges
- GST.

What is Project Consideration?

Project Consideration is when the building consent application is required to have input from other DCC departments or consultants. A Project Consideration Summary is supplied with the issued consent documents and incurs the same costs as a project information memorandum.

Visit www.dunedin.govt.nz/before-you-build for more information.

How are the building consent fees and charges set?

Fees and charges are set during the DCC Annual Plan or 10 Year Plan process. Members of the public can comment on the proposed fees and charges by making a submission to the Draft Plan. Submissions are considered by the Council and when the Annual or 10 Year Plan is adopted, the fees and charges are set for the following financial year.

All fees, charges and levies are inclusive of GST.

What do I need to know about Development Contributions?

A development contribution is a contribution of cash by developers to fund the additional demand for reserves, network infrastructure and community infrastructure created by growth.

Your application may be required to pay a development contribution under the DCC's Development Contribution Policy and must be paid in full before a code compliance certificate will be issued.

For more information call 03 477 4000 to speak with a Development Contributions Officer or email development.contributions@dcc.govt.nz

When do I pay?

Our preference is to invoice at the end of processing. All associated processing costs are calculated once the consent is approved and any additional charges such as the estimated inspections and code compliance certificate are invoiced. Prompt payment is required. The consent is issued once payment is received.

Any additional charges incurred after the consent has been issued must be paid in full on receipt of the invoice. The code compliance certificate will not be issued until all outstanding invoices are paid.

If you wish to discuss your invoice please contact Building Services.

What are the payment options?

Payment can be made by cash, EFTPOS, internet banking or cheque. We are unable to accept credit card payments at this stage.

Paying by internet banking

Bank: Westpac Bank

Account Name: Dunedin City Council

Account Number: 03 0905 0184000 07

Payments are credited to our account on the next business day.

To avoid delays, please make sure the debtor and invoice number is included in the code and reference fields (this information is available on the invoice). You don't need to advise us that payment has been made. We receive notification from the bank.

For more information:

If you have any questions, please contact Building Services:

- Phone: 03 477 4000
- Email: building@dcc.govt.nz
- In writing: Dunedin City Council, PO Box 5045, Dunedin 9054
- In person: Customer Services Centre, Civic Centre, 50 The Octagon, Dunedin
- Visit www.dunedin.govt.nz/services/building-services